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APPLICABLE TO NWSI 10-924

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Operations and Services

Hydrologic Services Program, NWSPD 10-9

Weather Forecast Office Hydrologic Reporting, NWSI 10-924

Eastern Region Hydrologic Reports

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SUMMARY OF REVISIONS:

This Supplement establishes policy and procedures for the hydrologic forms, reporting, and database updates in Eastern Region.

<signed>

May 11, 2011

Mickey J. Brown
Acting Director, Eastern Region

Date

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1. **Purpose.** The purpose of this supplement is to provide regional procedures regarding the submission of Weather Forecast Office (WFO) hydrologic administrative reports. Preparation and submission of these reports are the responsibility of the WFO Meteorologist-in-Charge (MIC), who may delegate authority to prepare these reports to the Hydrologic Program Manager (HPM). These reports support NWS operations and management of the Hydrologic Services Program. Eastern Region (ER) hydrologic reporting procedures are based on the policy provided in NWS Instruction 10-924, Weather Forecast Office Hydrologic Reporting. The HPM will submit all hydrologic forms (E-5, E19, and spreadsheets) to the server location known as “HSDFTP”. “HSDFTP” is a folder on the Internal SFTP server (<https://sftp.werh.noaa.gov/>) located within the ER Intranet domain. Reports will be filed in appropriate form subfolders. The HPM should refer to HSDFTP procedures summarized at: <http://www.werh.noaa.gov/Hyd/reporting/index.htm>.

2. **Monthly Report of Hydrologic Conditions.** The content for Weather Service (WS) Form E-5: Monthly report of Hydrologic Conditions is described in detail in NWSI 10-924. The submission deadline is the 15th day of the following month. The HPM will archive the report in the appropriate HSDFTP/E-5s/year/month subfolder. The staff at the Hydrologic Information Center (hic@noaa.gov) will request information from the ER HSD as needed, therefore no email transmission to the HIC is necessary.

The file format for the E-5 may be either MS Word (.doc/.docx) or Portable Document Format (.pdf). File name will adhere to the following format:

E5_SID_yyyy-mm.ext

where,

SID is the 3-letter WFO site identification,

yyyy is the 4-digit year,

mm is the 2-digit representation of the month, and

ext is the three or four letter file format extension (.doc/docx or .pdf).

3. **River Flood Verification.** The river flood verification spreadsheet has provided the alternative for WS Form E-3: Flood Stage Report in ER since 2001. E-3 submissions are not required. WFO with local E-3 filing requirements should perform onsite archiving. The submission deadline for the river flood verification spreadsheet is the last day of the following month. The HPM will archive the spreadsheet in the appropriate HSDFTP/verification/year/month subfolder.

The file format for the river flood verification spreadsheet will be MS Excel (.xls/.xlsx/.xslm). File name will adhere to the following format:

RVR_SID_YYYY-mm.ext

where,

SID is the 3-letter WFO site identification,
YYYY is the 4-digit year,
mm is the 2-digit representation of the month, and
ext is the three or four letter file format extension (.xls/.xlsx/.xlsm).

4. Maintenance of River Gage Station Information. Maintenance of the Integrated Hydrologic Forecast System – Database (IHFS-DB) is critical to providing high quality hydrologic warning, forecast and decision support services. NWSI 10-924 requires river station information be kept accurate with periodic maintenance required at a minimum of every five years.

As this maintenance occurs for RFC-supported and site-specific forecast points, the HPM will update the WS Form E-19: Report on River Gage Station (maps and photos in this form are optional). The HPM will archive the E-19 report for all forecast points in the appropriate HSDFTP/E-19s/WFO subfolder. The archiving of E-19 reports for data points is optional.

The file format for the E-19 may be either MS Word (.doc/.docx) or Portable Document Format (.pdf). File name will adhere to the following format:

NWSLI_E19_SID_YYYY-mm-dd.ext

where,

NWSLI is the 5-character NWS location identifier,
SID is the 3-letter WFO site identification,
YYYY is the 4-digit year,
mm is the 2-digit representation of the month,
dd is the 2-digit representation of the day, and
ext is the three or four letter file format extension (.doc/docx or .pdf).

The date stamp (*YYYY-mm-dd*) is an indicator of the last date the information on the E-19 was updated.

HPMs should notify backup offices and servicing RFCs of any change to flood stage or categorical stage thresholds. The backup WFOs and the servicing RFCs are required to reference the primary WFO's database information to ensure consistent and high quality hydrologic forecast and warning services.

To ensure backup readiness, WFO HPMs should coordinate with the OCWWS/HSD WHFS Support Team (whfs@noaa.gov) to have their IHFS-DB updated on a twice a year basis to

capture the database information for both the primary and secondary backup WFOs as specified in ERS 03-2003, filed with NWSI10-2201.

4.1 Summary Spreadsheet. The summary spreadsheet will serve as a maintenance record for WS Form E-19: Report on River Gage Station updates. The HPM will record the date of the most recent E-19 update at each river gage station in the summary spreadsheet which is located in the appropriate HSDFTP/E-19s/WFO subfolder. Following every E-19 update, the HPM should download the summary spreadsheet from appropriate E-19 subfolder, update the file with the date of the last maintenance, note whether an actual station visit occurred, and then upload the summary spreadsheet back to the same subfolder. The HPM should refer to HSDFTP procedures summarized at: <http://www.werh.noaa.gov/Hyd/reporting/index.htm>.

The file format for the summary spreadsheet will be MS Excel (.xls/.xlsx/.xslm). File name will adhere to the following format:

SID_gauges_YYYY-mm-dd.ext

where,

SID is the 3-letter WFO site identification,
YYYY is the 4-digit year,
mm is the 2-digit representation of the month,
dd is the 2-digit representation of the day, and
ext is the three or four letter file format extension (.xls/.xlsx/.xslm).

The date stamp (*YYYY-mm-dd*) is an indicator of the last date the summary spreadsheet was updated.

4.2 Annual Maintenance Plan. For quality and reliable hydrologic warning, forecast, and decision support services, it is imperative for each WFO to maintain highly accurate river gage station information. For each river gage station (AHPS forecast points and data only points) with established flood thresholds; WFO should have appropriate, accurate and consistent impact statements for all categories, i.e., action stage, flood stage, moderate stage, and major stage. Additionally, it is desirable for the impact statements to cover the continuum of stages above flood stage. It is recommended that database updates occur within 30 days for significant changes (geo-location information, flood category or impact changes, new historical levels both crests and low water records, gage equipment changes, etc.).

By October 1st of every year, the HPM should submit a river gage data base/information maintenance plan for the upcoming fiscal year. The plan should be uploaded to the appropriate HSDFTP/E-19s/WFO subfolder. The annual plan should be integrated into the overall office annual operating plan. The maintenance plan should consist of a list of river gage stations that will be top priority for routine database maintenance, station visitation, E-19 updates, and AHPS

web page updates for the upcoming fiscal year. (An example annual plan is provided in Appendix A.)

ER HSD staff will conduct periodic review of the summary spreadsheet, any submitted E-19s, and the annual maintenance plan and report findings to the HSD Division Chief.

The file format for the annual maintenance plan may be either MS Word (.doc/.docx) or Portable Document Format (.pdf). File name will adhere to the following format:

SID_AnnualPlan_FYyyyy.ext

where,

SID is the 3-letter WFO site identification,
yyyy is the 4-digit fiscal year, and
ext is the three or four letter file format extension (.doc/.docx or .pdf).

5. Station Duty Manual – Hydrology Program. NWS Instruction 10-1608, Station Duty Manual and NWS Instruction 10-925, Guidelines for Weather Forecast Office Hydrologic Service Manuals are the procedural directives providing general guidance for the content, organization, preparation, and maintenance of the station duty manual (SDM) and the hydrologic service manual (HSM). An off-site electronic copy of the HSM can be a useful reference for a service backup office; servicing river forecast centers, and the ER HSD divisional staff. HSDFTP (<https://sftp.werh.noaa.gov/HSDFTP>) is a convenient place to save an electronic copy of the most recent HSM. The HPM may archive an electronic copy of the HSM on the HSDFTP server location. The HSM should be uploaded to the appropriate HSDFTP/HSM/WFO subfolder. The HPM should refer to HSDFTP procedures summarized at: <http://www.werh.noaa.gov/Hyd/reporting/index.htm>.

The file format for the hydrologic service manual may be either MS Word (.doc/.docx) or Portable Document Format (.pdf). File name will adhere to the following format:

SID_HSM_yyyy-mm-dd.ext

where,

SID is the 3-letter WFO site identification,
yyyy is the 4-digit year,
mm is the 2-digit representation of the month,
dd is the 2-digit representation of the day, and
ext is the three or four letter file format extension (.doc/.docx or .pdf).

Appendix A – Example of Annual Maintenance Plan for River Gage Database

Office: WFO XXX

WFO XXX plans to perform detailed review/update of the river gage database information for the following locations:

1. NWSLI #1
2. NWSLI #2
3. NWSLI #3

Our plan for FY-12 is to visit NWSLI #1 in Q1 and visit NWSLI #2 in Q2. For NWSLI #3, we plan to involve the servicing RFC and the USGS in the gage visit and conduct the visit in Q3.

Additionally, we plan to review the AHPS impact statements for approximately 10 locations using recently collected information. The information was feedback from the local emergency management that we solicited during FY-11.